

GAP Analysis (Charter and Code Checklist)

Case number: 2023PL136983

Name Organisation under review: Institute of Biochemistry and Biophysics Polish Academy of Sciences

Organisation's contact details: ul. Pawińskiego 5a, Warsaw, 02-106, Poland

Date endorsement charter and code: 05/10/2023

GAP Analysis overview

The Charter and Code provides the basis for the Gap analysis. In order to aid cohesion, the 40 articles have been renumbered under the following headings. Please provide the outcome of your organisation's GAP analysis below. If your organisation currently does not fully meet the criteria, please list whether national or organisational legislation may be limiting the Charter's implementation, initiatives that have already been taken to improve the situation or new proposals that could remedy the current situation. In order to help the organisation's recruitment strategy, a specific self-assessment checklist is provided for Open, Transparent and Merit-Based Recruitment.

European Charter for Researchers and Code of Conduct for the Recruitment of Researchers: GAP analysis overview

- **Status:** to what extent does the organisation meet the following principles?
- **Implementation** (++, +/- , -/+, --):
 - ++ fully implemented
 - +/- almost but not fully implemented
 - -/+ partially implemented
 - -- insufficiently implemented
- **GAP:** In case of --, -/+, or +/-, please **indicate the actual “gap”** between the principle and the current practice in your organisation.
- **Implementation impediments:** If relevant, please list any national/regional legislation or organisational regulation currently impeding implementation
- **Initiatives undertaken/new proposals:** If relevant, please list any initiatives that have already been taken to improve the situation and/or new proposals that could remedy the current situation.

Status				
	Ethical and Professional Aspects	Implementation	GAP/Implementation impediments	Initiatives undertaken/new proposals
1	Research freedom	+/-	Relevant legislation: 1. Statute of the Institute of Biochemistry and Biophysics (IBB) (04.04.2025) 2. Regulations of Procedure of the Scientific Council of IBB (03.03.2020) 3. Work Regulations (Director's Order No. 10/2016 with subsequent amendments introduced by Orders No: 4/2019, 47/2023, 58/2024) 4. Remuneration Regulations (Director's Order No. 27/2023 together with amending Order No. 57/2023) 5. Organisational Regulations of the Institute (Director's Order No. 9/2019) 6. Regulations for the Research Grant Programme for Doctoral School students and participants in doctoral studies run or co-run by the Institute (Director's Order No. 15/2021), Regulations for Internal Grants ("Midigrants") for Employees (Director's Order No. 37/2022), Regulations for Internal Grants ("Maxigrants") for Laboratories and Departments (Director's Order No. 38/2022), Regulations for the Conference and Internship Grant Programme for Doctoral School students and participants in doctoral studies run or co-run by the Institute (Director's Order No. 15/2023) 7. Regulations for the Scientific Collaboration Support Programme (Director's Order No. 51/2023) https://ibb.edu.pl/en/institute/regulations/#content	Already implemented: The Institute of Biochemistry and Biophysics of the Polish Academy of Sciences (hereinafter referred to as the Institute) does not interfere with the research topics pursued, provided they do not conflict with the Institute's mission and scientific strategy. At the Institute, researchers regularly submit new project proposals to receive external financial support for innovative, interdisciplinary scientific research on the molecular bases of the structure and functioning of organisms. These projects are oriented toward both fundamental research and future practical applications in response to the challenges posed by nature and civilisation. The thematic diversity of the research groups operating within the Institute and the scope of the projects they undertake demonstrate complete scientific independence. Researchers have the right to freedom of expression in public forums, particularly to voice their opinions during institute seminars. To support the academic freedom and scientific thought of its employees and doctoral students, the Institute has established and finances the grant system founded from internal resources: the so-called minigrants, midigrants, and maxigrants. Minigrants are intended for doctoral students to enable them to carry out additional activities beyond their original PhD research plan. Migrants may be applied for by Institute employees holding at least a doctoral degree to conduct preliminary research whose results may be used to prepare a patent application, a publication, or a grant proposal. The maxigrant system is directed toward the Institute's organisational units to support the development of new research directions. Additionally, the Institute dedicates funds to support scientific collaboration among the employees and conference and internship travel for doctoral students. According to the Institute's Statute, the ongoing supervision of its activities is carried out by the Scientific Council (SC), which is responsible in particular for ensuring the high quality of the Institute's scientific output and the academic development of its employees and doctoral students. An

			Gaps: No current version of the Organizational Regulations is available in either Polish or English (Document 5)	advisory role is also fulfilled by the Collegium, which includes the heads of all organisational units operating within the Institute. The members of the Collegium are obliged to communicate relevant information to all members of the units they lead. Additionally, thematic surveys are conducted among employees and doctoral students when necessary. Any transfer of scientific materials to other institutions as part of collaborative efforts is carried out using the principles outlined in the Material Transfer Agreement for the materials provided from the resources of the IBB PAS. All scientific activities at the Institute comply with ethics and good laboratory practice guidelines. Suggestions for improvement Completion of translating key documents into English; organising links to all these documents in one central location.
2	Ethical principles	-/+	Relevant legislation: The Code of Ethics for Researchers was developed by the Committee for Ethics in Science and adopted by the General Assembly of the Polish Academy of Sciences at its 153rd session on December 5, 2024. https://pan.pl/wp-content/uploads/2024/12/KodeksEtykiPracownikaNaukowego_od_20241205.pdf https://pan.pl/etyka-w-nauce/	Already implemented: The Institute has the Committee for Ethics in Science, appointed by the Scientific Council, with a term strictly corresponding to that of the Council. The Committee operates based on its Regulations, which the Scientific Council must approve. Its responsibilities include promoting standards of research integrity and preparing opinions on matters related to potential violations of these standards. Any Institute community member may approach the Committee with issues concerning broadly understood scientific ethics. Moreover, all scientific employees of the Polish Academy of Sciences should comply with the regulations of the Code of Ethics for Researchers, developed by the Committee for Ethics in Science. As part of their education, doctoral students take a course in Ethics covering four main areas: the philosophical foundations of ethics, the importance of ethics in scientific knowledge communication, ethical standards in the statistical analysis and publication of research results, and legal aspects, including issues related to artificial intelligence and human rights. For the research staff, matters related to (co-)authorship (including publications) and scientific fairness — particularly cases of plagiarism — are handled by the Committee for Ethics in Science.

			Gaps: There are no established mechanisms in place to support awareness of ethical issues.	Suggestions for improvement: I. A dedicated subpage including links to the various collegial bodies, legal acts, and regulations, including: 1. a simplified code of ethics, 2. a Contact list for the Ombudsperson, Disciplinary Ombudsperson, Committee for Counteracting Discrimination and Mobbing, and the Committee for Ethics in Science, 3. links to key documents including the PAS Code of Ethics and EU resources such as SATORI and the RRI Toolkit, 4. a tutorial/leaflet for every new employee, 5. a tutorial and an online test for each new Principal Investigator (PI). II. Regular training sessions for all research and research support staff – a need for training on ethical issues and raising awareness of existing regulations has been identified.
3	Professional responsibility	++	Relevant legislation: 1. Act on Higher Education and Science of July 20, 2018 (<i>Journal of Laws</i> 2018, item 1668, as amended) 2. Act of April 30, 2010, on the Polish Academy of Sciences (<i>Journal of Laws</i> 2020, item 1796) 3. Regulations for the Evaluation of Research Employees at the Institute of Biochemistry and Biophysics PAS (Scientific Council Resolution No. 104/2023) 4. Remuneration Regulations (Director's Order No. 27/2023 on the introduction of the remuneration regulations for employees of IBB PAS in Warsaw) 5. Resolution No. 9/2024 of the Scientific Council of the Institute of Biochemistry and Biophysics PAS of January 30, 2024, on the approval of the Regulations for Doctoral Degree Award Procedures at the Institute of Biochemistry and Biophysics PAS https://ibb.edu.pl/app/uploads/2024/03/regulamin-	Already implemented: The Institute has the Regulations on the Management of Copyrights, Related Rights, and Industrial Property Rights, the Regulations on Commercialising the Results of Scientific Research and Development Work, and the Intellectual Property Regulations in place. The anti-plagiarism policy is implemented per the Regulations for Doctoral Degree Award Procedures at the Institute (section 17) by verifying doctoral theses using the Uniform Anti-Plagiarism System, in compliance with the Act on Higher Education and Science. For research staff, issues related to the (co-)authorship of works (including publications) and scientific integrity, particularly cases of plagiarism, are handled by the Committee for Ethics in Science. All researchers are subject to regular evaluation by the Scientific Council by the Regulations for the Evaluation of Research Employees. Additionally, in line with the Remuneration Regulations, each employee's scientific, outreach and organisational activities are monitored, and the results, being an integral part of the remuneration system, affect the annually determined amount of the motivational bonus.

[illegible]

			<u>Gaps:</u> none	the content of these regulations. In addition, Institute staff are introduced to applicable national laws and internal regulations through organised seminars and training sessions. On the day their employment contract is signed, research staff review intellectual property rights management principles and confirm their understanding through an official declaration. <u>Suggestions for improvement:</u> none
6	Accountability	++	<u>Relevant legislation:</u> 1. Act of June 26, 1974 – Labour Code (<i>Journal of Laws</i> 2023, item 1465) 2. Act of April 30, 2010, on the Polish Academy of Sciences (<i>Journal of Laws</i> 2010 No. 96, item 619) 3. Statute of the Institute of Biochemistry and Biophysics of the Polish Academy of Sciences (Part IV: Procedure for the Election of the Disciplinary Ombudsperson and Members of the Disciplinary Committee Adjudicating First-Instance Disciplinary Cases Involving Research and Research-Technical Employees) 4. Act of August 27, 2009, on Public Finance (<i>Journal of Laws</i> 2024, items 1530, 1572, 1717, 1756, 1907)	<u>Already implemented:</u> Liability toward the employer arises from the provisions of the Labour Code, the Act on the Polish Academy of Sciences, and the Institute's internal regulations, as outlined in the Statute of the Institute of Biochemistry and Biophysics of the Polish Academy of Sciences (Part IV: Procedure for the Election of the Disciplinary Ombudsperson and Members of the Disciplinary Committee Adjudicating First-Instance Disciplinary Cases Involving Research and Research-Technical Employees). The terms of contracts and agreements govern liability toward sponsors, grant providers, and other entities. The Research Management Unit, together with the Finance and Accountant Unit, coordinates and supervises the proper execution of contracts and projects, as well as reporting in accordance with the requirements of funding institutions. The Purchasing Unit and Public Procurement Unit monitor purchasing procedures, including the compliance of tender processes. As a scientific institution, the Institute is required to adhere to the principles of transparent and efficient financial management based on the Public Finance Act. Accordingly, and in line with the provisions of signed funding agreements, independent external audits are conducted—either at the request of funding institutions or as part of internal procedures—to verify the proper use and accounting of funds allocated for research. Audit reports to be submitted to the relevant funding institutions are also archived. In addition, in accordance with applicable regulations, a certified auditor conducts an annual audit of the Institute's financial statements. Furthermore, the Institute's financial and human resources management and control processes are supported by the implemented Simple ERP system.

			<u>Gaps:</u> none	<u>Suggestions for improvement:</u> none
7	Good practice in research	+/-	<u>Relevant legislation:</u> - Article 237 of the Act of June 26, 1974 – Labour Code (<i>Journal of Laws</i> 1974 No. 24, item 141, as amended) - Director's Order on Personal Data No. 21/2019	<u>Already implemented:</u> The Institute operates in accordance with applicable national laws regarding occupational health and safety. In compliance with the provisions of the Labour Code, a Health and Safety Service operates within the Institute, performing advisory and supervisory functions, coordinated by a Health and Safety Inspector. Regular health and safety training sessions are organised for all employees, and newly hired staff are permitted to begin work only after completing mandatory on-the-job training. Documents and information related to health and safety are published on the Institute's internal website. The Institute employs a Radiation Protection Officer who coordinates and monitors the use of radioactive isotopes. Specialised training is provided for individuals who may come into contact with radioactive materials, both for newly appointed staff and regularly for other employees of the Institute. The Institute has implemented a personal data protection policy. A Data Protection Officer is appointed at the Institute. All employees are informed about processing their personal data and the need to comply with national data protection and confidentiality regulations. In March 2024, e-learning training sessions on this subject were conducted and will be repeated regularly. A dedicated section titled "Research Data Management Support" is available on the Institute's intranet website (accessible to logged-in users), containing educational materials on the topic and contact details for the responsible person. The Institute is in the process of implementing a local cloud storage system based on NextCloud, integrated with an automatic backup system, which is intended to ensure the secure storage of critical data. https://ibb.edu.pl/en/health-and-safety/ https://ibb.edu.pl/en/radiation-protection/#content https://ibb.edu.pl/en/research-data-management/

			<u>Gaps:</u> There is no existing strategy for creating backup copies of collected data.	<u>Suggestions for improvement:</u> The development of appropriate backup strategies tailored to different types of users, along with the introduction of training sessions on data management.
8	Dissemination, exploitation of results	+/-	<u>Relevant legislation:</u> 1. Director's Order on the Procedure for Registering the Publication Output of Employees Engaged in Scientific Activities and Doctoral Students of IBB PAS No. 29/2022 2. Remuneration Regulations (Director's Order No. 27/2023 on the Introduction of Remuneration Regulations for Employees of IBB PAS in Warsaw)	<u>Already implemented:</u> All research staff and doctoral students are required to make the results of their research publicly available. The research output of doctoral students is subject to annual evaluation during review meetings. All employees are obligated to regularly submit their publications and conference materials to the Institute Library. According to the Remuneration Regulations, the scholarly output of research staff is subject to annual evaluation. The Institute Library provides support and continuously informs staff about available Open Access programmes, discounts on Article Processing Charges (APC), and educates them about publishing policies of so-called predatory journals. Employees are additionally encouraged to choose reputable journals through a consistent system of bonuses and incentives. Since autumn 2023, the Institute has employed a Data Steward who offers support in research data management. That includes assistance in creating individual strategies for storing and publishing research data while selecting data for public sharing within a research project, choosing appropriate databases/repositories, determining the legal status of the data, selecting suitable licenses, preparing a data management plan for grant applications, modifying it during the project, and reporting on its implementation. Support materials are available on the Institute's website (e.g., a guide for preparing a Research Data Management Plan and an updated list of recommended data repositories; https://ibb.edu.pl/dane-badawcze/). In November 2024, training sessions on open data were held, along with a second series of courses on open science for doctoral students, postdocs, and interested research staff. These training sessions will continue regularly. The Institute was one of the first Polish institutions involved in the EOSC (European Open Science Cloud) infrastructure. It has signed an agreement with the Repository of Open Data (RepOD).

			Gaps: There is no Open Science strategy in place that addresses both open publishing (Open Access) and research data sharing (Open Research Data).	Suggestions for improvement: Development and implementation of an Open Science strategy that will cover both open-access publishing (Open Access) and research data sharing (Open Research Data).
9	Public engagement	++	Relevant legislation: 1. Act of July 20, 2018 – Law on Higher Education and Science – “Constitution for Science” (<i>Journal of Laws</i> 2018, item 1668) 2. Act of April 30, 2010, on the Principles of Financing Science (<i>Journal of Laws</i> 2010 No. 96, item 615) 3. Code of Ethics for Researchers of the Polish Academy of Sciences (2020) https://pan.pl/en/ethics-in-science/ Gaps: none	Already implemented: Employees and doctoral students at the Institute are encouraged to engage in outreach and educational activities. They have participated in initiatives aimed at children and adults for years, including the Night of Biologists, the Science Festival, and Science Picnics. One example is a citizen science project involving volunteers in the collection of lactic acid bacteria. The Institute is also a co-founder of the Education Centre, which runs educational activities for primary and secondary school students. It also hosts pupils for short-term placements aimed at promoting knowledge and raising awareness of the role of scientific activity in society. Outreach activities are documented in doctoral students' annual reports and their mid-term evaluation forms. Such engagement is also an important factor in determining the amount of the motivational bonus and is one of the evaluation criteria used by the Ministry of Science and Higher Education in its assessment of the Institute. A coordinator has been appointed for outreach activities related to the Science Festival and the Science Picnic. Open, in-person Doctoral Seminars promote participation in such initiatives. The Institute staff and doctoral students participate in several conferences aimed at broad audiences. Examples include the recurring conference co-organised by the Institute as part of the Rare Disease Day, extensive outreach activities promoting polar research, and most recently, participation in the “Health of Poles” Congress. https://ibb.edu.pl/o-instytucie/popularyzacja-nauki/ Suggestions for improvement: none.
10	Non discrimination	+/-	Relevant legislation: 1. Director's Order No. 11/2024 on the Appointment of the Committee for	Already implemented: The Institute is committed to ensuring equal treatment of all employees and doctoral students, regardless of gender,

			Counteracting Mobbing and Discrimination 2. Director's Order No. 12/2024 on the Appointment of the Academic Ombudsperson	age, nationality, ethnic origin, religion, disability, sexual orientation, or social or economic status. Non-discrimination is a key element of the Institute's policy and is reflected in its structures and actions. The Institute applies open, transparent, and merit-based recruitment practices, ensuring equal opportunities for all applicants. Job postings are published in an accessible manner, and the selection process is based solely on qualifications and academic achievements. To counter discrimination, the Institute has implemented the following mechanisms: • Academic Ombudsman supports employees and doctoral students in the impartial, amicable, and informal resolution of disputes and conflicts, including those related to discrimination. In justified cases, the Ombudsperson may refer matters to other bodies, such as the Committee for Counteracting Mobbing and Discrimination or Disciplinary Committees. • The Committee for Counteracting Mobbing and Discrimination is responsible for preventing and monitoring cases of both mobbing and all forms of discrimination. The Committee receives and reviews reports of unequal treatment and develops recommendations to improve equality policies. • Welcome Centre conducts integration and training activities to enhance intercultural competence and supports adapting newly arrived international staff and students into the Institute community. Its mission is to promote diversity and inclusion in the academic environment. • Free psychological support programmes for students and staff are available in several languages, offering assistance in stressful and crises, including those involving experiences of discrimination. • Mandatory training on counteracting discrimination and mobbing was held in 2024 and is planned to continue regularly. In serious violations of the principle of equal treatment, matters may be referred to the Ombudsman or Disciplinary Committees responsible for enforcing regulations. The
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			Gaps: There is no in-place regulation defining the Committee for Counteracting Mobbing and Discrimination procedures, nor are there internal procedures specifying the scope and functioning of the Ombudspersons and other Committees.	Institute has the following bodies in place: Disciplinary Ombudsperson, Disciplinary Committee for Research and Technical Employees, Disciplinary Ombudsperson for Doctoral Students, Disciplinary Committee for Doctoral Students, and the Appeals Disciplinary Committee for Doctoral Students, described in more detail in section 34 (complaints and appeals). https://ibb.edu.pl/en/career/ethics-equality/ Suggestions for improvement: 1. Preparation and implementation of regulations defining the Committee for Counteracting Mobbing and Discrimination procedures. 2. Implementation of internal procedures specifying the scope and mode of operation of the Academic Ombudsman, the Committee for Counteracting Mobbing and Discrimination, the Disciplinary Committee, the Committee for Ethics in Science, the Disciplinary Ombudsman for Doctoral Students, the Disciplinary Committee for Doctoral Students, and the Appeals Disciplinary Committee for Doctoral Students.
11	Evaluation/ appraisal systems	++	Relevant legislation: 1. Act of April 30, 2010, on the Polish Academy of Sciences (<i>Journal of Laws</i> 2010 No. 96, item 619; consolidated text: <i>Journal of Laws</i> 2020, item 1796) 2. Resolution No. 104/2023 of the Scientific Council of the Institute of Biochemistry and Biophysics PAS on the adoption of the Regulations for the Evaluation of Research Employees at the Institute of Biochemistry and Biophysics PAS 3. Resolution No. 118/2022 of the Scientific Council of the Institute of Biochemistry and Biophysics PAS 4. Regulations of the School of Molecular Biology and Biological Chemistry	Already implemented: The requirement to conduct periodic evaluation of the scientific, outreach, and implementation achievements of research employees at the Institute is regulated by the Act on the Polish Academy of Sciences and the Resolution of the Scientific Council of the Institute of Biochemistry and Biophysics PAS on the adoption of the Regulations for the Evaluation of Research Employees at IBB PAS. Employees holding the positions of full professor and associate professor are subject to evaluation no less frequently than once every four years, while those employed as assistant professors and research assistants are evaluated at least once every two years. The evaluation of professional performance encompasses both scientific and technical-implementation aspects. When conducting the evaluation, the Scientific Council considers: a. scientific publications in recognised journals and scientific monographs; b. patents, implementations, licenses, and protection rights for utility models; c. ongoing and planned scientific research or development work;

			Gaps: none	d. newly developed technologies, materials, products, systems, and services; e. scientific studies carried out at the request of scientific or economic institutions, in particular, expert reports, research programmes, opinions, forecasts, and software; f. the attainment of the academic title of professor or a postdoctoral or doctoral degree; g. the role of thesis supervisor or reviewer; h. presentations, oral communications, and posters delivered at congresses, conferences, symposia, and scientific seminars. Detailed rules and evaluation criteria are included in the annexe to Resolution No. 104/2023 of the Scientific Council of the Institute of Biochemistry and Biophysics PAS on the adoption of the Regulations for the Evaluation of Research Employees at IBB PAS. Researchers who disagree with the evaluation's outcome may request the Scientific Council for re-evaluation. Employees leading projects conducted within statutory activities or individual research are required to submit a final research report, subject to peer review or public dissemination through presentation of the results achieved at the Institute's annual seminar. The detailed rules for the mid-term evaluation of doctoral students and the criteria used in this process are outlined in §14 of the Regulations of the School of Molecular Biology and Biological Chemistry. Suggestions for improvement: none
	Recruitment and Selection - please be aware that the items listed here correspond with the Charter and Code. In addition, your organisation also needs to complete the checklist on Open, Transparent and Merit-based Recruitment included in a separate section, which focuses on the operationalisation of these principles.			
12	Recruitment	++	Relevant legislation: 1. Act of April 30, 2010, on the Polish Academy of Sciences (<i>Journal of Laws</i> 2010 No. 96, item 619) 2. Act of June 26, 1974 - Labour Code (<i>Journal of Laws</i> 1974, No. 24, item 141, as amended) 3. Statute of the Institute of Biochemistry and Biophysics of the Polish Academy of	Already implemented: The Institute follows national legislation and internal regulations in its recruitment process, ensuring compliance with Open, Transparent, and Merit-based Recruitment (OTM-R) principles. Selection procedures are clearly defined, and the entire recruitment process is based on merit-based criteria and aligned with the principles of equal treatment. Job announcements are published through accessible

			Sciences (IBB PAS) - Resolution No. 4/2025 of the Scientific Council of January 28, 2025, on the Adoption of the Procedure for Conducting Competitive Recruitment for Research Positions at the Institute of Biochemistry and Biophysics PAS - Resolution No. 122/2022 of the Scientific Council of December 20, 2022, on the Rules and Conditions of Recruitment to the Doctoral School of Molecular Biology and Biological Chemistry - Director's Order No. 38/2024 on the Introduction of the Regulations for the Promotion of Research Employees at IBB PAS Gaps: none	channels and include detailed information regarding qualification requirements, scope of duties, and terms of employment, including remuneration and scholarship amounts. Candidates are evaluated according to transparent and consistent criteria, and the minimum requirements for research positions correspond to the promotion criteria for equivalent roles within the Institute. Recruitment for research positions is governed by a resolution of the Scientific Council, which defines the selection standards and hiring procedures for research staff. The recruitment procedure is described in more detail in the following sections. Suggestions for improvement: none
13	Recruitment (Code)	+/-	Relevant legislation: - Resolution No. 4/2025 of the Scientific Council - The European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers - Regulations for the Promotion of Research Employees at the Institute of Biochemistry and Biophysics PAS (Director's Order No. 38/2024)	Already implemented: The recruitment procedure was introduced by Resolution No. 4/2025 of the Scientific Council and is published on the Institute's website under the "Careers >HR Excellence in Research". Competitions are announced by publishing the relevant information on the Institute's website, the website of the ministry responsible for science, in the Public Information Bulletin (BIP), and on the website of the European Commission's portal for mobile researchers dedicated to job offers in research (https://euraxess.ec.europa.eu/). By the rules adopted by the Institute, published announcements include the following information: job title, place of employment, required criteria and qualifications, a list of required documents, the deadline, location and method of application submission, the planned date of the competition decision, and the anticipated employment start date. Requirements regarding completed studies and specialisation are defined in general terms. The qualifications and expectations vary depending on the position and the nature of the research work involved. A candidate with a disability may request that the

				recruitment procedure be adjusted to their needs by submitting a written request along with the required documents. Candidates applying for assistant and assistant professor positions are required to submit the following documents: - CV; - Cover letter; - Certified copy of the academic degree diploma, as required; - Copy of postgraduate diploma (if required); - List of publications and patents; - Documents confirming proficiency in English at the required level (if required); - Copies of other documents confirming the required qualifications; - Declaration stating whether the Institute will be their primary place of employment. The application deadline must be no shorter than 14 calendar days from the date the job announcement is published. Applications are submitted via the recruitment platform, but as an exception, they may also be delivered in person to the Institute's Office, sent by post, or submitted electronically. The recruitment process is conducted by a Selection Committee appointed by the Director of the Institute for each competition. The Committee includes a representative of the Scientific Council, a representative of the Head of the unit to which the candidate is applying, a representative of the Institute's Management, and, if necessary, other individuals with the expertise required to conduct a substantive assessment of the candidates. After the formal evaluation of the submitted documents, the recruitment procedure includes at least two stages: - a preliminary selection of no more than five candidates based on the submitted documents; - an interview with each candidate who successfully passed the formal evaluation. The Committee prepares a recommendation and a ranking list of candidates participating in the recruitment process, following the principles outlined in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers. This recommendation is submitted to the Director of the Institute. The Committee's recommendation
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			regarding the employment of a candidate for a given research position should take into account whether the candidate meets the promotion criteria for the respective position as defined in the Regulations for the Promotion of Research Employees at the Institute of Biochemistry and Biophysics PAS. Based on the Committee's recommendation, the Director of the Institute makes the final decision on hiring the candidate for the appropriate research position. Candidates are informed of the outcome of the competition in writing, and the final list of individuals hired through the competition is published on the Institute's website under the "Careers > Filled-job-positions" section. In the case of recruitment for the position of the unit head, an additional requirement applies: selected candidates (no more than three) must give a self-presentation during an institute seminar and meet with an Advisory Group. The Director may invite a panel of external experts with relevant competencies to this group. https://ibb.edu.pl/en/career/hr-excellence-in-research/ https://ibb.edu.pl/en/career/career/ https://ibb.edu.pl/en/career/recruitment-results/ <u>Suggestions for improvement:</u> Providing more details on responsibilities associated with each position, opportunities for personal development, and other relevant details.
14	Selection (Code)	++	<u>Relevant legislation:</u> 1. Resolution No. 4/2025 of the Scientific Council of the Institute of Biochemistry and Biophysics PAS of January 28, 2025, on the Adoption of the Procedure and Mode of Conducting Competitive Recruitment for Research Positions at the Institute of Biochemistry and Biophysics PAS 2. The European Charter for Researchers https://www.euraxess.pl/node/198788 3. The Code of Conduct for the Recruitment of Researchers

			Gaps: none	list of candidates participating in the recruitment process to the Director of the Institute, guided by the principles outlined in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers. In the case of a recruitment competition for the position of the unit head, candidates selected after the interviews (no more than three) are required to present themselves at an institute seminar and meet with the Advisory Group. The Director may invite a panel of external experts with relevant expertise to this group. The implementation of the Gender Equality Plan (GEP) at the Institute is continuous, meaning that the representation of various committees, including gender representation, is monitored. At no stage of the career process has any imbalance been identified (~60% of staff are women, including those in leadership positions). The only exceptions are the overrepresentation of women in the Payroll and Finance Department and the underrepresentation of temporary technical staff related to the Henryk Arctowski Polish Antarctic Station. <u>Suggestions for improvement:</u> none
15	Transparency (Code)	++	<u>Relevant legislation:</u> Resolution No. 04/2025 of the Scientific Council of the Institute of Biochemistry and Biophysics PAS on Adopting the Procedure and Mode of Conducting Competitive Recruitment for Research Positions at the Institute of Biochemistry and Biophysics PAS. <u>Gaps:</u> none	<u>Already implemented:</u> The initial information about the recruitment process and selection criteria is included in the job announcement. During the recruitment process, candidates are informed about the available positions and opportunities for professional development, including the system of project quality bonuses. After the recruitment process is completed, candidates receive feedback on the results, highlighting the strengths and weaknesses of their applications. <u>Suggestions for improvement:</u> none
16	Judging merit (Code)	++	<u>Relevant legislation:</u> Remuneration Regulations of IBB PAS (Director's Order No. 27/2023, as amended by Orders No. 57/2023, No. 44/2025, and No. 47/2025).	<u>Already implemented:</u> The selection committee evaluates candidates comprehensively and considers both scientific and practical

			Gaps: none	achievements. The primary factors considered include scientific competencies (publication record, patents, licenses, and implementations; developing new technologies and their transfer to industrial practice; participation in national and international grants as a principal investigator and/or performer; active participation in national and international scientific conferences, and outreach activities). It is recommended that the scope of candidates' competencies be initially assessed according to the criteria outlined in Annex 3 of the Remuneration Regulations (Director's Order No. 27/2023). However, key requirements must be met. <u>Suggestions for improvement:</u> none
17	Variations in the chronological order of CVs (Code)	++	<u>Relevant legislation:</u> 1. The European Charter for Researchers 2. Resolution No. 4/2025 of the Scientific Council of the Institute of Biochemistry and Biophysics PAS of January 28, 2025, on the Adoption of the Procedure and Mode of Conducting Competitive Recruitment for Research Positions at the Institute of Biochemistry and Biophysics PAS.	<u>Already implemented:</u> The Institute applies a competitive recruitment procedure for research positions, while open job announcements are used for other positions. When selecting candidates for research positions, the Institute follows the principles outlined in the European Charter for Researchers, the Code of Conduct for the Recruitment of Researchers, and OTM-R principles— i.e., an open, transparent, and merit-based recruitment process. Factors considered include excellence in conducting scientific research, scientific independence, research achievements, mobility, and organisational and educational activities, including mentoring young research staff. The Institute does not have an internal regulation regarding the CV format when applying for a job. However, as a good practice in the recruitment process, career breaks taken to gain practical skills are regarded as a reflection of a diverse career model, its evolution, and a valuable contribution to the employee's professional development. During the interview, candidates can describe their achievements, scientific plans, and experiences gained from working in other research institutions. The Institute has examples of re-hiring returning employees who previously chose to change their scientific environment and work in other institutions. There is also general acceptance at the Institute for career breaks related to maternity, parental, or childcare leave.

			<u>Gaps:</u> none	Monitoring as part of the implementation of the GEP strategy has shown that, contrary to commonly observed trends, the participation of women at the Institute remains consistent throughout the scientific career progression, from doctoral student to professor. <u>Suggestions for improvement:</u> none
18	Recognition of mobility experience (Code)	++	<u>Relevant legislation:</u> 1. Director's Order No. 37/2022 of IBB PAS on the Introduction of the Regulations for Internal Programmes ("Midigrants") for Employees 2. Scientific Collaboration Support Programme Regulations (Director's Order No. 51/2023).	<u>Already implemented:</u> Mobility is an important element of a scientific career, and the Institute values the experiences gained through international internships and stays when selecting candidates and making internal promotions. The evaluation considers excellence in conducting scientific research, scientific independence, research achievements, mobility, and organisational and educational activities, including mentoring young research staff. Postdoctoral experience is required for competitions for the position of group leader. However, due to the Institute's involvement in service/application-oriented research and issues related to intellectual property protection concerning the results of ongoing research, international exchange with universities is not as intensively practised as in academic institutions. Collaborations are conducted based on confidentiality agreements. The Institute encourages its employees to participate in international conferences, exhibitions, and trade fairs through grants funded by internal Institute resources. We also encourage all doctoral students conducting their projects at IBB PAS to participate in conferences, workshops, and courses or undertake internships in external laboratories. The total scholarship budget available to each doctoral student during their studies in Doctoral Schools is PLN 12,000. • Conference/workshop/course scholarships may be used to cover conference fees, travel, and accommodation expenses (budget-friendly options are recommended) and per diems calculated according to applicable rates. • Grants for internships may cover travel and

			<u>Gaps:</u> none	accommodation expenses (budget-friendly options are recommended) as well as per diems calculated according to applicable rates. <u>Suggestions for improvement:</u> none
19	Recognition of qualifications (Code)	++	<u>Relevant legislation:</u> 1. Act on Higher Education and Science of July 20, 2018 (<i>Journal of Laws</i> 2018, item 1668, as amended) 2. Act on Academic Degrees and Title, and on Degrees and Title in the Field of Art, and on Amendments to Certain Other Acts 3. Regulation of the Ministry of Science and Higher Education of September 22, 2011, on the Detailed Procedure and Conditions for Conducting Doctoral, Habilitation, and Professor Title Award Proceedings (<i>Journal of Laws</i> No. 204). <u>Gaps:</u> none	<u>Already implemented:</u> The recruitment committee carefully reviews candidates' qualifications and experience, considering both professional and international mobility. In Polish legislation, the qualifications required for academic positions, as well as the recognition of foreign qualifications through the process of diploma recognition, are governed by the Law on Higher Education and Science, the Act on Academic Degrees and Title, and Degrees and Title in the Field of Art (along with subsequent amendments), as well as the Regulation of the Ministry of Science and Higher Education of September 2011 on the detailed procedure and conditions for conducting doctoral and postdoctoral proceedings and proceedings for the conferment of the title of professor. <u>Suggestions for improvement:</u> none
20	Seniority (Code)	++	<u>Relevant legislation:</u> 1. Regulations for the Promotion of Research Employees (Director's Order No. 38/2024) 2. Remuneration Regulations of IBB PAS (Director's Order No. 27/2023, as amended by Orders No. 57/2023, No. 44/2025, and No. 47/2025). <u>Gaps:</u> none	<u>Already implemented:</u> The Institute employs research staff at various stages of their professional careers, with a large group of young scientists at the beginning of their careers. During the evaluation of qualifications, the recruitment committee primarily considers the candidate's achievements, professional qualifications, and the overall trajectory of their career. The required qualifications mainly depend on the position and the nature of the research being conducted. <u>Suggestions for improvement:</u> none
21	Postdoctoral appointments (Code)	++	<u>Relevant legislation:</u> Regulations for the Promotion of Research Employees (Director's Order No. 38/2024).	<u>Already implemented:</u> The Institute employs individuals with a doctoral degree through open competitions. Recruitment and appointments of research staff with a doctoral degree are based on a

			Gaps: none	formal application/letter submitted to the Director of the Institute by the Head of the respective research unit. This application presents the candidate and their scientific achievements, justifying the employment/promotion. After the candidate is reviewed by the Scientific Council and hired, they are subject to the Regulations for the Promotion of Research Employees. The Director, based on the opinion of the Scientific Council Board/Scientific Council and the documents submitted by the candidate and the Head of the research unit, decides employment/promotion, specifying the duration of the position and the purpose of the appointment. Additionally, the candidate is required to give a seminar at the Institute. Suggestions for improvement: none
	Working Conditions and Social Security	Implementation	GAP/Implementation impediments	Initiatives undertaken/new proposals
22	Recognition of the profession	++	Relevant legislation: 1. Act of June 26, 1974 – Labour Code (<i>Journal of Laws</i> 2023, item 1465) 2. Act of April 30, 2010, on the Polish Academy of Sciences (<i>Journal of Laws</i> 2010 No. 96, item 619)	Suggestions for improvement: Each stage of a professional career requires specific professional preparation. The employer requires candidates to provide data that includes education, professional qualifications, and previous employment history (Labour Code, Art. 221 § 1). Candidates for a profession must present certificates of completion from the relevant school/university and the necessary diplomas. Based on this, the employer assesses their qualifications. A professional is understood to be a researcher who carries out their work in accordance with established standards, with integrity, and demonstrates a high level of expertise in their field. A professional ensures high work competencies at every stage of their career. The employer is obligated to facilitate employees' professional development (Labour Code, Art. 17). The Labour Code regulates the improvement of qualifications and the acquisition and enhancement of knowledge by employees, along with the employer's obligations in this regard. Individuals in engineering and technical positions who contribute to scientific research are listed as co-authors of publications that include the research they have carried out.

[illegible]

			Employee Social Benefits Fund (Director's Order No. 14/2024) 6. Organisational Regulations of IBB PAS (Director's Order No. 9/2019) 7. Regulations for the Use of Guest Rooms at IBB PAS (Director's Order No. 32/2022) https://ibb.edu.pl/en/institute/regulations/ Gaps: Lack of remote work regulations. Outdated Organizational Regulations Lack of a standardised onboarding process for new employees.	climbing walls, and fitness classes. Newly employed staff, doctoral candidates, and interns are offered, subject to availability and under preferential conditions, temporary accommodation in the Institute's guest rooms. Employees and doctoral candidates also have access to modern laboratories with advanced research infrastructure supporting scientific work. Suggestions for improvement: Introduction of remote work regulations at IBB PAS. Implementation of an onboarding Programme for new employees.
25	Stability and permanence of employment	+/-	Relevant legislation: 1. Labour Code of June 26, 1974 (<i>Journal of Laws</i> 2023, item 1465) 2. Act of April 30, 2010, on the Polish Academy of Sciences (<i>Journal of Laws</i> 2010 No. 96, item 619, as amended) 3. Regulations for the Promotion of Research Employees at the Institute of Biochemistry and Biophysics PAS (Director's Order No. 38/2024)	Already implemented: According to Article 251, § 1 of the Labour Code, the duration of employment under a fixed-term employment contract, as well as the total duration of consecutive fixed-term contracts concluded between the same parties, may not exceed 33 months, and the total number of such contracts may not exceed three. 1. Ensuring employment stability and preventing the misuse of fixed-term contracts The Institute strives to minimise fixed-term contracts, favouring long-term employment. Employment for a trial period or on a fixed-term basis is applied only when there is a justified need for the employer to verify a candidate's professional competencies and work performance. The use of fixed-term employment contracts exceeding the number or total duration specified in §1 is permitted at the Institute solely in justified cases—primarily within the framework of research projects with strictly limited durations and clearly defined funding sources. As an employer, the Institute ensures transparency by notifying the relevant regional labour inspectorate—either in writing or electronically—of the conclusion of a fixed-term employment contract referred to in §4 point 4, including the reasons for such an arrangement, within five working days of the contract being signed. 2. Ensuring equal treatment of employees on fixed-term and permanent contracts

			The Institute strives to provide equal access to the same resources for employees employed on both fixed-term and permanent contracts. That includes access to professional development training, as well as social benefits and employee benefits. This initiative aims to enhance qualifications, improve long-term employment prospects, and ensure equal financial stability for all employees. 3. Ensuring transparency and equal access to information about newly created positions The Institute ensures access to information about newly opened vacancies by actively publishing them in relevant publicly accessible information sources. 4. Ensuring transparency in informing about promotion opportunities and criteria The Regulations for the Promotion of Research Employees at the Institute of Biochemistry and Biophysics PAS clearly define the criteria for promotion to various research positions. Transparency and clear promotion principles positively impact employees' motivation and long-term commitment to scientific research within short-term projects. 5. Ensuring the possibility of flexible working conditions The Institute allows employees to work under flexible conditions (e.g., a fixed-term employment contract for a shorter duration or a reduced work schedule) who simultaneously take on additional employment or fulfil obligations arising from agreements with previous employers. Gaps: Based on the survey results, a gap has been identified in institutional regulations regarding employment stability. Suggestions for improvement: Development of a policy in the area of human resource management.	The Institute strives to provide equal access to the same resources for employees employed on both fixed-term and permanent contracts. That includes access to professional development training, as well as social benefits and employee benefits. This initiative aims to enhance qualifications, improve long-term employment prospects, and ensure equal financial stability for all employees. 3. Ensuring transparency and equal access to information about newly created positions The Institute ensures access to information about newly opened vacancies by actively publishing them in relevant publicly accessible information sources. 4. Ensuring transparency in informing about promotion opportunities and criteria The Regulations for the Promotion of Research Employees at the Institute of Biochemistry and Biophysics PAS clearly define the criteria for promotion to various research positions. Transparency and clear promotion principles positively impact employees' motivation and long-term commitment to scientific research within short-term projects. 5. Ensuring the possibility of flexible working conditions The Institute allows employees to work under flexible conditions (e.g., a fixed-term employment contract for a shorter duration or a reduced work schedule) who simultaneously take on additional employment or fulfil obligations arising from agreements with previous employers. Suggestions for improvement: Development of a policy in the area of human resource management.
26	Funding and salaries	++	Relevant legislation: 1. Act of June 26, 1974 – Labour Code (<i>Journal of Laws</i> 2023, item 1465) 2. Article 91a of the Act of April 30, 2010, on the Polish Academy of Sciences (<i>Journal of Laws</i> 2010 No. 96, item 619) in connection with Article 137, paragraph 2 of the Act of July 20, 2018 on Higher Education and Science (<i>Journal of Laws</i> 2024, item 1571)	Already implemented: The Institute provides all employees, including research staff, with remuneration in accordance with national legal provisions and the applicable Remuneration Regulations. The Labour Code governs the working hours, and the remuneration levels for research staff are regulated by Article 91a of the Act on the Polish Academy of Sciences. The remuneration of a professor is determined by the Minister responsible for higher education and science

			3. Remuneration Regulations for Employees of IBB PAS (Director's Order No. 27/2023, together with Amending Order No. 57/2023) Gaps: none	through a regulation. The statutory and regulatory remuneration conditions apply to all research staff, including early-career researchers, at every stage of their scientific career. The Director grants motivational bonuses to employees whose scientific achievements have been rated the highest according to the evaluation criteria. When applying for EU funding, the remuneration regulations include provisions to offer all Institute employees the possibility of receiving a financial reward for achievements in their work. The Institute provides all employees, including researchers, with social and health insurance based on the Social Insurance System Act and the Act on Health Care Benefits Financed from Public Funds. Employees also have access to the social benefits fund at every professional career stage. The Institute has a policy of financially supporting scientific research through internal mini-, midi-, and maxigrants for its employees (as outlined in point one of the document). The goal of the programme is to increase the research potential of employees. The Institute also runs a programme to support scientific collaboration and provide funding for short visits by researchers from other institutions. The Internal Institute's Budget supports all these programmes. Suggestions for improvement: none
27	Gender balance	+/-	Relevant legislation: The Gender Equality Plan is part of the European Commission's Gender Equality Strategy 2020-2025. https://eige.europa.eu/gender-mainstreaming/toolkits/gear/what-gender-equality-plan-gep	Already implemented: In 2022, the Institute introduced the Gender Equality Plan and conducted a follow-up survey of the Institute's community in June 2023. Both surveys confirmed that the gender balance was maintained in most employment sectors. In particular, the percentage of women and men remains consistent regardless of the scientific position. At the Institute, women have a higher success rate than men in grant competitions and when applying to the Doctoral School. https://ibb.edu.pl/plan-rownosci/#content https://ibb.edu.pl/app/uploads/2022/09/2022_plan_rownosci_ibb_pan_2022-2024-2.pdf https://ibb.edu.pl/app/uploads/2024/01/2023_plan_rownosci

			Gaps: Lack of periodic monitoring.	ibb_pan_2022-2024-5-sig.pdf Suggestions for improvement: Regular monitoring of the Gender Equality Plan (GEP), including tracking gender balance within internal bodies appointed by the Director and the Scientific Council of the Institute.
28	Career development	+/-	Relevant legislation: - Statute of the Institute of Biochemistry and Biophysics (IBB) (04.04.2025) https://ibb.edu.pl/app/uploads/2025/04/statut-ibb-pan-04.2025-r.pdf - Act of April 30, 2010, on the Polish Academy of Sciences (<i>Journal of Laws</i> 2020, item 1796) - Regulations for the Promotion of Research Employees at the Institute of Biochemistry and Biophysics PAS (Director's Order No. 38/2024) - Regulations of the Doctoral School of Molecular Biology and Biological Chemistry https://ibb.edu.pl/app/uploads/2025/02/uchwala_rn_126_2024_regulamin-eng.pdf - Programme for the education of doctoral students admitted to the Doctoral School of Molecular Biology and Biological Chemistry and the Doctoral School of Translational Medicine. https://ibb.edu.pl/en/phd-studies/forms-and-regualtions/ Gaps: Lack of career development monitoring.	Already implemented: The various stages of a researcher's career development at the Institute are aligned with national legislation governing the attainment of successive academic degrees. The Institute's internal regulations define the employment rules for different academic positions. Researchers with advanced qualifications (postdoctoral or professorial titles) can train early-career scientists through participation in Doctoral Schools. All research staff may also supervise Bachelor's and Master's students in the course of their dissertation work. The Institute further offers opportunities for internships and placements under the supervision of its academic staff. Working within research groups allows for continuing mentor-mentee relationships at all stages of a research career, regardless of the type of employment contract. Additionally, the Promotion Regulations for Research Employees at the Institute of Biochemistry and Biophysics of the Polish Academy of Sciences clearly define the criteria and achievements required for vertical career advancement. Doctoral School members regularly attend seminars to learn about the career paths graduates pursue. Participants are also required to attend two PhD symposia, where they have the opportunity to engage with representatives of diverse research career trajectories. Suggestions for improvement: Analysis of the quality and effectiveness of the career development strategy, or an assessment of specific needs related to career planning at its various stages (alternatively, an analysis aimed at improving the structure and classification of the career development strategy).
29	Value of mobility	+/-	Relevant legislation: - Statute of IBB PAS ((04.04.2025) - Regulations of the Doctoral School of Molecular Biology and Biological	Already implemented: The Institute places high value on geographical, intersectoral, interdisciplinary, and virtual mobility to expand scientific knowledge and foster academic development at

			Chemistry	every stage of a research career. It actively supports the mobility of its research staff by providing access to a wide range of information on vacancies, internships, and opportunities for both domestic and international placements. Administrative support is offered to researchers and doctoral candidates in organising such visits. A well-maintained mailing list, accessible to all employees and doctoral candidates, ensures a continuous flow of information on upcoming conferences, internships, and workshop opportunities. The Doctoral Schools offer a dedicated grant system for internships and conference travel to remove financial barriers that might otherwise prevent doctoral students from undertaking research visits. International researchers coming to the Institute receive assistance from the Welcome Centre, which provides a broad range of administrative support and help with cultural adaptation, facilitating integration into the new academic environment. Gaps: Lack of systematic monitoring of the recognition of the value of mobility Suggestions for improvement: A review of internal regulations and practices to assess whether the existing internal system adequately recognises the value of mobility, both in recruitment and in relation to current employees, as well as in the development of doctoral students. Such action includes gradually implementing changes to improve the recognition and appreciation of mobility among staff and doctoral students.
30	Access to career advice	+/-	Relevant legislation: 1. Europe 2020 Strategy (Lifelong Learning) 2. <i>Journal of Laws</i> 2018, item 1668 – Act of July 20, 2018: Law on Higher Education and Science (<i>Journal of Laws</i> 2018, item 1668, as amended) 3. Act of April 20, 2004, on Employment Promotion and Labour Market Institutions (<i>Journal of Laws</i> 2004, No. 99, item 1001, as amended)	Already implemented: Career advisory services are provided by staff members of the Research and Scientific Projects Department and by employees from the section operating within it, which manages the Doctoral Schools Office and the Welcome to IBB Centre. These staff members assist Institute employees in planning the next steps in their professional careers, for example, following the completion of doctoral studies. In addition, the Institute organises regular "Career Development" meetings, during which invited guests present possible career paths for research staff. These sessions include a discussion panel, where early-career researchers and doctoral candidates engage directly with the invited speaker.

			<u>Gaps:</u> Lack of a mentoring programme for early-career researchers.	<u>Suggestions for improvement:</u> Experienced research staff directly offer mentoring, following a model similar to the peer-support system in which senior doctoral students assist those just beginning their doctoral training.
31	Intellectual Property Rights	++	<u>Relevant legislation:</u> 1. Act on Copyright and Related Rights of February 4, 1994 (<i>Journal of Laws</i> 2022, item 2509) 2. Act on Combating Unfair Competition of April 16, 1993 (<i>Journal of Laws</i> 2022, item 1233) 3. Act on Industrial Property Law of June 30, 2000 (<i>Journal of Laws</i> 2023, item 1170) 4. Act on the Protection of Databases of July 27, 2001 (<i>Journal of Laws</i> 2021, item 386) 5. Director's Orders No. 13/2014 and 2/2018 6. Resolution No. 51/2020 of the Scientific Council of the Institute of Biochemistry and Biophysics PAS, of May 6, 2020 <u>Gaps:</u> none	<u>Already implemented:</u> In 2014, the Director of the Institute of Biochemistry and Biophysics PAS issued an order regulating the principles related to intellectual property. This order, among other things, defined the rights and responsibilities of the Institute and research staff regarding the protection and use of intellectual and industrial property rights arising from the execution of tasks assigned by the Institute. It also outlined the rules for compensating creators, transferring copyright, and commercialising inventions, including distributing royalties. The Scientific Council adopted the Intellectual Property Protection Regulations. In accordance with the Director's Order issued in 2018 at the Institute of Biochemistry and Biophysics PAS, research staff employed under an employment contract retain their entitled copyright. In addition, the Institute uses legal firms specialising in copyright and patent law. https://sigeon.pl/ ; https://wtspatent.pl/ ; https://biopatent.pl/ <u>Suggestions for improvement:</u> none
32	Co-authorship	++	<u>Relevant legislation:</u> Resolution of the General Assembly of the Polish Academy of Sciences at its 153rd session on December 5, 2024.	<u>Already implemented:</u> All research staff are subject to the Code of Ethics for Researchers, which also addresses matters related to authorship (see section 3.3: AUTHORSHIP AND PUBLICATIONS). In practice, reasonable criteria are applied regarding co-authorship, including recognising contributions made by early-stage researchers such as Master's students and interns. An Ethics Committee, operating under the Scientific Council, handles any disputes related to ethical issues, including authorship conflicts. In proceedings for the conferment of an academic degree or a title, it is mandatory to submit declarations specifying the actual contribution to each publication. <u>Suggestions for improvement:</u>

			Gaps: none	none
33	Teaching	++	Relevant legislation: 1. Regulations of the Doctoral School of Molecular Biology and Biological Chemistry 2. Regulations for the Evaluation of Scientific Staff Employed at the Institute of Biochemistry PAS (Resolution of the Scientific Council No. 104/2023) Gaps: none	Already implemented: Research staff are encouraged to engage in teaching through a system of incentives defined in the Remuneration Regulations. Staff members coordinating the preparation of a course or lecture series receive support from the Head of the Doctoral School and the Doctoral School Office staff. Feedback from course coordinators is collected in the form of an interview summary after the completion of each lecture cycle. All courses offered to students are subject to evaluation through student surveys. The subsequent year's lecture programme is proposed based on these evaluations' results. The programme, prepared by the Head of the Doctoral School, is submitted for approval by the Doctoral School Council. Suggestions for improvement: none
34	Complaints/ appeals	+/-	Relevant legislation: 1. Act of April 30, 2010, on the Polish Academy of Sciences (<i>Journal of Laws</i> 2010 No. 96, item 619, as amended) from Article 107 to Article 118 2. Regulation of the Minister of Science and Higher Education of September 23, 2010, on the Detailed Procedure and Course of Explanatory and Disciplinary Proceedings Against Research and Research-Technical Employees Employed in Scientific Units of the Polish Academy of Sciences (<i>Journal of Laws</i> 2010, No. 179, item 1207) 3. Act of July 20, 2018, on Higher Education and Science (<i>Journal of Laws</i> 2018, item 1668, as amended) Article 322 4. Regulation of the Minister of Science and Higher Education of September 28, 2018, on the Detailed Procedure for Explanatory and Disciplinary Proceedings in Student Matters, as well as the Execution and Expungement of Disciplinary Penalties	Already implemented: The Institute of Biochemistry and Biophysics PAS provides its employees and doctoral students with mechanisms for submitting complaints and appeals per applicable national law and the Institute's internal regulations. Within the complaints and appeals system at the Institute, the following mechanisms are in place: • Academic Ombudsman – whose role is to promote high ethical standards and support the amicable resolution of conflicts and disputes. The Ombudsperson operates independently and impartially, offering confidential advice to all members of the Institute's community. The Academic Acting in a mediatory role, the Ombudsperson may, when necessary, refer matters to the appropriate bodies within the Institute for further action. • Committee for Counteracting Mobbing and Discrimination – responsible for reviewing reports related to unequal treatment, discrimination, and mobbing, ensuring the protection of the rights of employees and doctoral students. The Committee

		5. Labour Code of June 26, 1974 (<i>Journal of Laws</i> 2023, item 1465, as amended) 6. Resolution of the General Assembly of the Polish Academy of Sciences on Updating the Code of Ethics for Researchers of December 5, 2024 7. Statute of IBB PAS (04.04.2025), § 20-23 8. Director's Order No. 11/2024 on the Appointment of the Committee for Counteracting Mobbing and Discrimination 9. Director's Order No. 12/2024 on the Appointment of the Academic Ombudsman https://ibb.edu.pl/en/career/ethics-equality/ Gaps: There is a lack of regulations defining the procedures for the work of the Committee for Counteracting Mobbing and Discrimination, as well as internal procedures specifying the scope and operation of the Ombudspersons and other Committees.	analyses submitted cases and recommends corrective measures regarding the specific situation. • Disciplinary Ombudsman: Appointed by the Scientific Council from among the research staff of the Institute, is responsible for conducting explanatory proceedings in disciplinary matters concerning research and technical staff. • Disciplinary Committee for Research and Technical Employees: reviews disciplinary cases in the first instance, initiated upon the request of the Disciplinary Ombudsperson. In the second instance, the case is decided by the Disciplinary Committee for Research and Technical Employees of Scientific Units at the President of the Polish Academy of Sciences, which acts as the appeals committee. • Disciplinary Committee for Doctoral Students: reviews disciplinary cases initiated upon the request of the Disciplinary Ombudsperson for Doctoral Students. • Appeals Disciplinary Committee for Doctoral Students: reviews appeals against decisions made by the Disciplinary Committee for Doctoral Students. The Disciplinary Committees handle cases of violations of ethics and the duties of research staff and doctoral students. In contrast, the first line of action in the case of conflicts is the involvement of the Academic Ombudsperson and the Committee, as well as other mediation procedures. The procedures for the operation of these bodies are defined in the Institute's internal regulations, ensuring transparency and fairness in the proceedings. Suggestions for improvement: 1. Preparation and implementation of regulations defining the procedures for the Committee for Counteracting Mobbing and Discrimination work. 2. Implementation of internal procedures specifying the scope and functioning of the Academic Ombudsman, the Committee for Counteracting Mobbing and Discrimination, the Disciplinary Committee, the Committee for Ethics in Science, the Disciplinary Ombudsman for Doctoral Students, the Disciplinary Committee for Doctoral Students, and the Appeals Disciplinary Committee for Doctoral
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				Students.
35	Participation in decision-making bodies	+/-	<u>Relevant legislation:</u> 1. Regulations of the Scientific Council (and the act that introduces it) 2. Regulations of the Doctoral Students' Council https://ibb.edu.pl/app/uploads/2023/01/regulamin-sd_ibb-pan_2023_10_01.pdf https://ibb.edu.pl/app/uploads/2025/02/uchwala_rn_126_2024_regulamin-.pdf 3. Act of April 30, 2010, on the Polish Academy of Sciences (<i>Journal of Laws</i> 2010 No. 96, item 619) <u>Gaps:</u> Outdated Regulations of the Doctoral Students' Self-Government.	<u>Already implemented:</u> Members of the Scientific Council are elected in direct secret ballots from among and by the independent academic staff of the Institute, as well as by external members. Representatives of other academic staff and the doctoral candidates' representatives are elected in the same manner. Members of PAS declare their willingness to serve on the Institute's Scientific Council. The Institute also operates a Collegium, composed of the heads of all research groups, which serves in an advisory capacity to the Director and the Scientific Council. The Doctoral Students' Council is active within the Institute. It delegates a representative to the Scientific Council, the Doctoral School Board, and the IBB PAS Committee for the Prevention of Mobbing and Discrimination. It also represents the Institute externally within structures dedicated to doctoral candidates, such as the National Representation of Doctoral Students and the Association of Doctoral Candidates of PAS Institutes. <u>Suggestions for improvement:</u> Update of the Doctoral Students' Council Regulations.
	Training and Development	Implementation	GAP/Implementation impediments	Initiatives undertaken/new proposals
36	Relation with supervisors	+/-	<u>Relevant legislation:</u> 1. Regulations of the Doctoral School of Molecular Biology and Biological Chemistry 2. Annual Report Form along with the Survey on Collaboration https://ibb.edu.pl/app/uploads/2023/11/formularz-sprawozdanie-roczne_annual-report-form.docx <u>Gaps:</u> Lack of monitoring of relationships between early-career researchers and their supervisors (researchers in their training phase). Lack of training for supervisors/promoters on	<u>Already implemented:</u> Each doctoral student is assigned a supervisor who provides continuous academic guidance throughout the doctoral thesis project. Progress is monitored on an annual basis. Annual reports include a survey on cooperation. Every year, a survey is conducted among doctoral students regarding their relationships with supervisors and the research team, among other topics. In February 2024, a comprehensive survey was conducted on the relationship between supervisors and doctoral students, aiming to map areas where these groups' expectations align and differ. The results of the survey were compiled into a report and presented to the Institute's community. No significant discrepancies were identified between doctoral students and their supervisors in the assessments.

			management and communication skills. Lack of monitoring of supervisor-subordinate relationships.	<u>Suggestions for improvement:</u> It is advisable to implement monitoring of the relationships between early-career researchers and their supervisors (researchers in their training phase).
37	Supervision and managerial duties	-/+	<u>Relevant legislation:</u> <u>Gaps:</u> Lack of monitoring of heads of research units and departments regarding their roles as scientific mentors, advisors, and leaders.	<u>Already implemented:</u> The Institute operates research units and departments led by research staff at various stages of their careers, from first-time leaders of small groups to experienced professors with a recognised track record. Surveys are conducted to assess whether mentors, coordinators, academic advisors, and supervisors fulfil their duties in accordance with the highest standards. Additionally, one of the components of both the annual and mid-term evaluation of doctoral students is a conversation between the Committee and the doctoral student, during which they have the opportunity to express their opinions on their cooperation with the supervisor/assistant supervisor. <u>Suggestions for improvement:</u> Monitoring Heads of research units and departments regarding their roles as scientific mentors, advisors, and leaders.
38	Continuing Professional Development	++	<u>Relevant legislation:</u> 1. Statute of IBB PAS (04.04.2025) 2. Act of April 30, 2010, on the Polish Academy of Sciences (<i>Journal of Laws</i> 2020, item 1796) 3. Regulations for the Promotion of Research Employees at the Institute of Biochemistry and Biophysics PAS (Director's Order No. 38/2024) 4. Regulations of the Doctoral School of Molecular Biology and Biological Chemistry 5. Doctoral Training Programme for PhD Candidates Admitted to the Doctoral School of Molecular Biology and Biological Chemistry and the Doctoral School of Translational Medicine https://ibb.edu.pl/app/uploads/2023/01/Programme-ksztalcenia-sd-ibb-pan_2023_10_01.pdf 6. Regulations for the Scientific Collaboration Support Programme (Director's Order No.	<u>Already implemented:</u> The Institute actively encourages researchers at all career stages to establish contacts and collaborate with other scientific institutions and facilitates such cooperation through delegation, research leave, and partial financial support. To this end, the Institute established the Foreign Collaboration Support Programme, funded from internal resources. Information about open calls, workshops, and related opportunities is regularly compiled and distributed via email in the form of a newsletter by the Research and Scientific Projects Department IBB to all staff members and doctoral students at the Institute.

			51/2023)	<u>Suggestions for improvement:</u> none
39	Access to research training and continuous development	++	<u>Gaps:</u> none <u>Relevant legislation:</u> Regulations for the Awarding of Conference and Internship Grants: https://ibb.edu.pl/ksztalcenie-doktorantow/regulaminy-i-formularze/ (15/2013) <u>Gaps:</u> none	<u>Already implemented:</u> The Institute provides research and technical staff at all stages of their careers with access to training and seminars. In 2023, 298 IBB employees participated in seminars held between January and May 2023. The Health and Safety Department conducted general introductory training for 40 new employees and 18 doctoral students and periodic training for 154 employees and 53 doctoral students. Additionally, 121 individuals were provided with foreign language courses at the start of the academic year. Training on new technologies and equipment, such as microscopes and NGS (Next-Generation Sequencing), is also offered. <u>Suggestions for improvement:</u> none
40	Supervision	+/-	<u>Relevant legislation:</u> 1. Regulations of the Doctoral School of Molecular Biology and Biological Chemistry (Scientific Council Resolution No. 126/2024)	<u>Already implemented:</u> Throughout their training, doctoral candidates prepare annual reports for the Doctoral Advisory Committee. During these meetings, time is set aside for a private conversation without the supervisor present, allowing for open discussion regarding dynamics within the research group. Should the need arise, mediation may be initiated with the involvement of the Head of the Doctoral School or the Academic Ombudsperson. The School maintains a register of cases requiring the intervention of the Head. The Head then provides the Institute's Management with a summary of the difficulties encountered by doctoral candidates and supervisors. The Institute Management decides to open calls for doctoral research topics in consultation with the Head of the Doctoral School, based on a formal application submitted by a prospective supervisor, taking into account their prior supervisory experience. At the start of the academic year, the Head of the Doctoral School holds an informational meeting for supervisors, during which the training programme and key milestones in

			<u>Gaps:</u> Lack of training for supervisors/thesis advisors in managerial and communication competencies. Additionally, there is no monitoring of supervisor-subordinate relationships.	preparing the doctoral thesis are discussed. <u>Suggestions for improvement:</u> The organisation of workshops on effective communication and leadership skills would be a positive step in supporting supervisors' competencies.
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